

Covid-19 Risk Assessment for Short-Term and Holiday Rentals and Self-Catering Properties

Property Name	Holmwood Coach House	Date of Next Review:	August 2020
Date of Assessment	June 2020	Notes:	COVID-19 is a different type of risk to the risks normally faced and needs to be managed through social distancing and hygiene.
Assessment Carried out by	Nicola and Chris Green		

What are the Hazards?	Who Might Be Harmed and How?	What are you already doing to control the Risk?	What further action do you need to take to control the risk?	Risk Factor / Urgency		
				High	Medium	Low
<p>Person to person contact during COVID 19 pandemic (Owner and guests)</p>	<p>Becoming infected with COVID19 and further spread the infection</p>		<p><i>Pre-arrival communications with guests to include:</i></p> <p>contactless payment of deposit and balance;</p> <p>explain social distancing guidelines to be observed by guests and any visitors they may have during their stay;</p> <p>if guests or visitors are accompanied by children, reminding guests that they are responsible for supervising them at all times and should follow social distancing guidelines where appropriate;</p> <p>encourage guests to use handwashing facilities as they enter the premises and regularly during their stay;</p> <p>explain self-check in and check out procedures to guests prior to arrival.</p> <p>Tennis court – suggest guests bring their own tennis rackets and balls if they want to use the tennis court.</p> <p>Guide books/maps – provide as much information as possible pre-arrival in digitised format.</p> <p><i>During visit:</i></p> <p>minimise contact between guests and owners;</p> <p>observe social distancing;</p> <p>contact number(s) for guests if they have queries via phone, emails, video call;</p>			L

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			<p>guest information pack on all aspects of property to minimise interaction eg bins/recycling heating system appliances – cooker, dishwasher, washing machine woodburner</p> <p>any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency);</p> <p>ensure any tea tray and cupboard items are single packaged items ;</p> <p>mid-stay cleans will not be available;</p> <p>understand they must report COVID-19 symptoms during stay;</p> <p>follow up with guests by email after their stay and ask for any feedback.</p>			
Cleaner not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property		Use a checking system so that housekeeper understands that they must inform owners if any issues with their health / wellbeing prior to cleaning.			L
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19		<p>Create an enhanced cleaning plan.</p> <p>Communication between housekeeper and owner so that issues are flagged up and dealt with promptly.</p> <p>Owners and housekeeper follow instructions on handwashing and their wellbeing.</p>			L
Incorrect / ineffective cleaning products and materials used / Cleaning regimes not recorded	Not cleaning or disinfecting the property correctly		<p>Ensure that housekeeper follows full government handwashing guidelines.</p> <p>Cleaning plan clearly states:</p> <p>what should be disinfected within the property including a checklist of all hand contact services to be cleaned when each guests departs, for example:</p> <p>high touch points, surfaces, bathroom/toilet.</p> <p>Ensure all cleaning products are clean and fit for purpose.</p>			L

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			<p>Ensure all cleaning equipment is PAT tested and fit for purpose and being used in the correct way.</p> <p>Guest information to include risk assessment and enhanced cleaning plan incl. cleaning products used.</p> <p>Ensure guests have adequate handwash, towels and cleaning products during their stay.</p>			
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak		Place a "what to do if you suspect you have COVID-19 symptoms" document in the property including relevant phone numbers and actions required.			L
Incorrectly laundered bedding	Bacteria not killed off properly		Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash).			L
Changeover clean	Contaminated accommodation / spread of COVID 19		<p>All changeover cleans to be completed once the guests have left the property.</p> <p>Housekeeper confirms fit for work.</p> <p>All cleaning / maintenance procedures are adhered to.</p> <p>Allow extra time for enhanced cleaning and extra gap between changeovers.</p>			L
Legionella	Infection of Legionella from standing water if the property has been lying empty	<p>Flush toilet. Run kitchen taps and handbasin taps to let hot and cold water pass through, and run shower for 2 minutes or more each week that property is empty.</p> <p>Run dishwasher on quick setting high each week that property is empty.</p>	Showerheads should be regularly disinfected about four times a year.			L

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Notes on completion

This risk assessment is based on the template provided by the Professional Association of Self Caterers UK (PASCUK)

<https://www.pascuk.co.uk/>

Government guidance:

Visitor Economy

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

Related guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

Social distancing

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Industry sector guidance:

<https://www.ukhospitality.org.uk/page/coronavirus>